



City of Alamo Heights  
**Permit Application\***

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT  
6116 Broadway, Alamo Heights, Texas 78209  
P&DS Dept. v: (210) 826-0516 f: (210) 822-5181  
Fire Dept. v: (210) 824-1281 f: (210) 828-3006

| General Permit Information [Please print legibly]  |         |                                      |
|--|---------|--------------------------------------|
| Project Street Address:  |         | Application Date:                    |
| Land Use (please check one): <input type="checkbox"/> Residential <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial  |         |                                      |
| GENERAL BUILDING - Please check one: <input type="checkbox"/> New construction <input type="checkbox"/> Addition <input type="checkbox"/> Remodel/Alterations<br><input type="checkbox"/> Demolition <input type="checkbox"/> Fence <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Other _____                   |         |                                      |
| TRADES/SUBCONTRACTORS – Please check all that apply:   |         | License #: _____                     |
| <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Sewer <input type="checkbox"/> Gas<br><input type="checkbox"/> Irrigation <input type="checkbox"/> Landscape <input type="checkbox"/> Tree Pruning/Removal <input type="checkbox"/> Other _____ |         |                                      |
| SIGNS – Please check one: (i.e., for commercial business tenants installing new and/or relocating existing signage, etc.)<br><input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Temporary to Permanent <input type="checkbox"/> Banner   |         |                                      |
| FIRE – Please check all that apply:  |         | License #: _____                     |
| Automatic Fire Extinguishing System:<br><input type="checkbox"/> New <input type="checkbox"/> Modification w/ heads <input type="checkbox"/> Modification w/o heads <input type="checkbox"/> Vent/Hood Suppression   |         | Exp. Date: _____                     |
| Fire Alarm Systems:<br><input type="checkbox"/> New <input type="checkbox"/> Modification  |         |                                      |
| <input type="checkbox"/> Hazardous/Hot Work _____  |         | <input type="checkbox"/> Other _____ |
| Estimated cost of construction (includes material & labor): \$   |         |                                      |
| Check One: <input type="checkbox"/> Architect/Engineer <input type="checkbox"/> Registered Contractor <input type="checkbox"/> Home/Property Owner*  |         |                                      |
| Applicant:   | Phone : | Email:                               |
| Property Owner:  | Phone : | Email:                               |
| Scope of Work (This section must be filled out. If more space is needed, another sheet may be attached.)<br>_____<br>_____<br>_____  |         |                                      |

\*Failure to provide any information required on or along with this application will result in refusal to accept submission of this application and associated plan documents until all information required is provided.

\*\*Projects undertaken by the home/property owner which reflect typical contractor related work such as grading, excavation, and demolition, or which utilizes equipment atypical to a home/property owners work shall be limited by the authorized hours of construction as would a typical general contractor.

I hereby acknowledge that I have read and completed this application and know the same to be true and correct. This project as submitted complies with the International Code series and NEC, as currently adopted by the City of Alamo Heights, and with the Code of Ordinances of the City of Alamo Heights. I hereby acknowledge that no work has or will commence on the proposed project until an approved permit is received. All provisions of laws and ordinances governing the proposed work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any federal, state or local ordinances regulating construction, the performance of construction or the use of any land or buildings.

\_\_\_\_\_  
Signature of Property Owner (if applicable)

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Permit Applicant

Date: \_\_\_\_\_

Permit Applicant is ☐ Architect/Engineer, ☐ Registered Contractor, or ☐ Authorized Agent

# Permit Submittal Requirements

(Note: Plan review for projects may take 10-21 business days)

|   | New Construction:<br>Single-Family | New Construction:<br>Multi-Family &<br>Commercial | Exterior<br>Alterations/Additions:<br>Single-Family | Exterior<br>Alterations/Additions:<br>Multi-Family &<br>Commercial | Interior Alterations:<br>Single-Family | Interior Alterations:<br>Multi-Family &<br>Commercial | Accessory<br>Structures | Fences & Retaining<br>Walls | Signs | Street Closure | Trades* | Fire Permit | Tree Removal | Miscellaneous |
|---|------------------------------------|---|---|--|--|---|-------------------------|-----------------------------|-------|----------------|---------|-------------|--------------|---------------|
| Permit application <sup>1</sup>               | X                                  | X   | X   | X  | X                                      | X   | X                       | X                           | X     | X              | X       | X           | X            | X             |
| Construction invoice or estimate <sup>2</sup> | X                                  | X   | X   | X  | X                                      | X   | X                       | X                           | X     |                | X       | X           |              | X             |
| Coverage & F.A.R. worksheet<br>(see attached) | X                                  | X   | X   | X  |  |   | X                       | X                           |       |                |         |             |              |               |
| Code analysis/notes <sup>3</sup>              | X                                  | X   | X   | X  | X                                      | X   | X                       |                             |       |                |         | X           |              |               |
| General plan documents <sup>4</sup>           | X                                  | X   | X   | X  | X                                      | X   | X                       | X                           | X     |                |         |             |              |               |
| Roof/walls demolition plan <sup>5</sup>       |                                    |   | X   | X  |  |   | X                       |                             |       |                |         |             |              |               |
| Existing survey/site plan <sup>6</sup>        | X                                  | X   | X   | X  |  |   | X                       | X                           |       | X              |         |             | X            |               |
| Proposed site plan <sup>7</sup>               | X                                  | X   | X   | X  |  |   | X                       | X                           |       | X              |         |             |              | X             |
| Photos of existing conditions <sup>8</sup>    | X                                  | X   | X   | X  | X                                      | X   | X                       |                             | X     |                |         |             | X            |               |
| Floor plans                                   | X                                  | X   | X   | X  | X                                      | X   | X                       | X                           |       |                |         |             |              |               |
| Exterior elevations                           | X                                  | X   | X   | X  |  | X   | X                       |                             |       |                |         |             |              |               |
| M.E.P. <sup>9</sup>                           |                                    | X   |   | X  |  | X   |                         |                             |       |                |         |             |              |               |
| Door & window schedule                        | X                                  | X   | X   | X  |  |   |                         |                             |       |                |         |             |              |               |
| Energy code compliance                        | X                                  | X   | X   | X  | X                                      | X   | X                       |                             |       |                |         |             |              |               |
| Engineered designs <sup>10</sup>              | X                                  | X   | X   | X  | X                                      | X   | X                       | X                           |       |                |         | X           |              |               |
| Written description of work <sup>11</sup>     | X                                  | X   | X   | X  | X                                      | X   | X                       | X                           | X     | X              | X       | X           | X            | X             |
| Asbestos survey                               |                                    |   |   | X  |  | X   |                         |                             |       |                |         |             |              |               |
| TDLR registration <sup>12</sup>               |                                    | X   |   | X  |  | X   |                         |                             |       |                |         |             |              |               |

**\*\*All construction documents must be to a measurable scale and legible.\*\***

|  |  |
|--|--|
| <b>Commercial &amp; Multi-Family:</b>  | Minimum 3 drawing sets: 2 sets <u>must</u> be scaled 12"x18"s (max. size; at a scale so staff can measure from the 12"x18"s); 1 may be full-size (24"x36", etc.) |
| <b>Single-Family &amp; all others:</b> | Minimum 2 drawing sets: 1 set <u>must</u> be a scaled 12"x18" (max. size; at a scale so staff can measure from the 12"x18"); 1 may be full-size (24"x36", etc.)  |

- All items listed in the table above must be submitted with the permit application or the application will not be accepted for review.
- Construction invoice or estimate must include design fees, materials, labor for the full scope of work, and must be signed by the property owner.
- Code analysis/notes shall reflect existing conditions and proposed conditions. Code analysis sheet may include but not be limited to the following existing and proposed items: zoning requirements compliance, impervious surface calculations, height, F.A.R., lot coverage, lot area, property slope verification, and/or building/space egress plans.
- General plan documents shall include to-scale and dimensioned drawings depicting the proposed project such as site plans, floor plans, elevations, etc.
- Demolition plan shall include a top view indicating the total roof demolition square footage in relation to the existing, overall roof square footage, and shall also include a top view indicating the total exterior wall demolition square footage in relation to the existing, exterior wall overall square footage. Roof finish or sheathing materials do not count towards the demolition calculations. Examples are available upon request.
- A signed and sealed survey may not be required in all cases. Indicate location(s) of any tree(s), species type(s) and diameter at breast height (dbh) of any tree(s) larger than 8" dbh to be removed.
- Proposed site plans must indicate all information as indicated on the existing survey/site plan as well as dimensioned locations of any new footprint or structure. Dimensions from any new proposed footprint or structure to the closest adjacent property line(s) must be indicated.
- Include copies of photos 1) indicating tree and context of tree(s)) of any tree(s) larger than 8" dbh to be removed and/or 2) any heritage tree(s) with critical root zone(s) impacted by new development (see also Municipal Code, Sec. 5-151).
- M.E.P. refers to Mechanical, Electrical and Plumbing plans.
- Engineered designs shall be required for 1) any new foundation that is proposed to support structurally enclosed conditioned space, 2) any foundation repair which substantially alters the existing foundation system, 3) any framing system which does not meet the prescriptive standards within adopted codes, or 4) any masonry/stone/rock/railroad timber wall or fence in excess of 4' in height.
- If applicable, include a letter from an ISA-certified arborist determining that the heritage tree(s) is diseased or dying (see also Municipal Code, Sec. 5-155).
- Texas Department of Licensing and Regulation (TDLR) registration # is only required for multi-family projects (4 units or more) and all commercial projects with an estimated construction cost greater than \$50,000.

\*Trades shall include Roofing, Mechanical, Electrical, Plumbing, Gas, Sewer, Irrigation, Landscaping, Tree Pruning/Removal permits.

**THIS LIST IS INTENDED TO PROVIDE A SUMMARY OF REQUIRED DOCUMENTS TO BE SUBMITTED FOR PERMIT. ADDITIONAL ITEMS MAY BE REQUIRED ONCE A FORMAL PLAN REVIEW HAS BEEN COMPLETED. FOR LARGER PROJECTS SUCH AS NEW CONSTRUCTION, ADDITIONS, OR PROPOSED DEMOLITIONS, STAFF RECOMMENDS SCHEDULING AN APPOINTMENT FOR PRELIMINARY REVIEW DURING CONCEPTUAL DESIGN BEFORE SUBMITTING FOR ACTUAL PERMIT.**

Property Address \_\_\_\_\_

|   | <b>EXISTING</b><br>Calculations (in sq. ft.) |        | <b>PROPOSED</b><br>Calculations (in sq. ft.) |        |
|---|--|--------|--|--------|
|   | Applicant                                    | Staff  | Applicant                                    | Staff  |
| <b>LOT COVERAGE*</b>                                      |  |        |  |        |
| Lot area  |  |        |  |        |
| Main house footprint                                      |  |        |  |        |
| Front porch (unless exempted - see definition below)      |  |        |  |        |
| Side porch 1  |  |        |  |        |
| Side porch 2  |  |        |  |        |
| Rear porch  |  |        |  |        |
| Garage footprint  |  |        |  |        |
| Carport footprint   |  |        |  |        |
| Shed footprint  |  |        |  |        |
| Breezeways  |  |        |  |        |
| Covered patio structure                                   |  |        |  |        |
| Other accessory structures                                |  |        |  |        |
| <b>Total</b> (total lot coverage/lot area):               | /  | /      | /  | /      |
| <b>Total Lot Coverage:</b>                                | ____ %                                       | ____ % | ____ %                                       | ____ % |
| <b>FLOOR AREA RATIO (FAR)**</b>                           |  |        |  |        |
| Lot area  |  |        |  |        |
| Main house: 1st floor                                     |  |        |  |        |
| Main house: 2nd floor                                     |  |        |  |        |
| Garage: 1st floor   |  |        |  |        |
| Garage: 2nd floor   |  |        |  |        |
| Other structures (unless exempted - see definition below) |  |        |  |        |
| <b>Total</b> (total FAR/lot area):                        | /  | /      | /  | /      |
| <b>Total FAR:</b>   | 0.____                                       | 0.____ | 0.____                                       | 0.____ |

\***Lot coverage** is defined as the percentage of the total lot area covered by a roof, floor or other buildings excepting eaves. Carports, sheds, side and rear porches, covered pedestrian walkways, breezeways, arbors, gazebos and covered patios are included in lot coverage calculations (excluded are unenclosed roofed front porches up to 15' in height and free-standing entryway arbors with open-air lattice framework under 50 SF in area and 8' in height).

\*\***Floor area ratio (FAR)** is defined as the ratio of the total above ground gross floor area of all structures on a site to the total square footage of a lot (for example, a FAR of .53 for a seven thousand five hundred (7,500) square foot lot is three thousand nine hundred seventy-five (3,975) gross square feet (.53 X 7,500) of floor area). The following areas shall be included when computing the gross floor area:

- (1) Exterior walls: The thickness of the wall shall be included in the calculation;
- (2) Above grade floor area: Any room that has a wall surface that extends more than three (3) feet above grade;
- (3) Laundry rooms, mechanical rooms, storage rooms, built-in cabinets and media niches;
- (4) Mezzanines and lofts;
- (5) Floor area used by stairways, elevators, escalators and similar features. The floor area of each run of stairs shall be counted once;
- (6) Vaulted ceilings: the floor area shall be counted at the actual floor area only and not in the air spaces;
- (7) Usable spaces (generally defined as having a five (5) foot minimum height) such as rooms, closets and cabinets under a run of stairs;
- (8) Exterior structures and additions with a solid roof and enclosed on more than two (2) sides in whole or part with permanent solid walls or windows such as porches, balconies, patios and breezeways;
- (9) Attached and detached garages and carports; and
- (10) Accessory buildings such as sheds, pool houses, guest houses, bonus rooms and second units.

The following areas shall not be included when computing the gross floor area:

- (1) Below grade floor area: any area that has a wall surface that extends less than three (3) feet above grade;
- (2) Porches, balconies, patios, breezeways, decks, overhangs, eaves, cantilevers and awnings with solid roof-like cover, but not enclosed on more than two (2) sides;
- (3) Porches, balconies, patios, breezeways and decks that do not have a solid roof-like cover; and
- (4) Attic space that is not habitable. If made habitable in the future, shall be included in floor area ratio.

Property Address \_\_\_\_\_

| TOTAL IMPERVIOUS COVER (SQUARE FOOTAGE (sq. ft.) FOR STORMWATER DEVELOPMENT FEE*)                      | EXISTING<br>Calculations (in sq. ft.) |       | PROPOSED<br>Calculations (in sq. ft.) |       |
|--|---------------------------------------|-------|---------------------------------------|-------|
|  | Applicant                             | Staff | Applicant                             | Staff |
| Footprint of all structures  |                                       |       |                                       |       |
| Driveway/Parking Pad   |                                       |       |                                       |       |
| Walkways   |                                       |       |                                       |       |
| Swimming Pool/Spa  |                                       |       |                                       |       |
| Other impervious cover: _____  |                                       |       |                                       |       |
| Total impervious surface cover (in this project):  |                                       |       |                                       |       |
| Total impervious surface cover <u>removed/existing</u> (in this project):                              |                                       |       | -                                     | -     |
| Total impervious surface cover <u>sq. ft.</u> (proposed minus removed = net figure for this project)*: |                                       |       |                                       |       |
| Stormwater Development Fee*:   |                                       |       | \$                                    | \$    |

| IMPERVIOUS SURFACE COVER (within front yard setback)**  | EXISTING<br>Calculations (in sq. ft.) |       | PROPOSED<br>Calculations (in sq. ft.) |        |   |
|---|---------------------------------------|-------|---------------------------------------|--------|---|
|   | Applicant                             | Staff | Applicant                             | Staff  |   |
| Front yard setback area   |                                       |       |                                       |        | A |
| Footprint of any structure(s)   |                                       |       |                                       |        |   |
| Driveway/Parking Pad  |                                       |       |                                       |        |   |
| Walkways  |                                       |       |                                       |        |   |
| Other impervious cover: _____   |                                       |       |                                       |        |   |
| Impervious surface cover (within front yard setback in this project):   |                                       |       |                                       |        |   |
| Impervious surface cover <u>removed/existing</u> within front yard setback (in this project):   |                                       |       | -                                     | -      |   |
| Impervious surface cover net proposed <u>sq. ft.</u> (within front yard setback; proposed minus removed = net figure for this project): |                                       |       |                                       |        | B |
|   |                                       |       | B / A                                 | B / A  |   |
| Impervious surface cover net proposed <u>%</u> (within front yard setback; net figure/front yard setback area for this project):        |                                       |       | ____ %                                | ____ % |   |

\* The stormwater development fee shall be equivalent to the net additional square footage of total impervious surface area (excluding public sidewalks) of the property multiplied by \$0.40.

Exemptions. The following real property, only, shall be exempt from the provisions of this section:

- (1) Property owned by the City of Alamo Heights and/or dedicated to right-of-way for public streets and/or to provide drainage service; and
- (2) Property with proper construction and maintenance of a privately owned drainage or stormwater system wholly sufficient to provide all the drainage or stormwater service for that property.

\*\*Depending on property's zoning district, the maximum impervious surface allowed within the front yard setback area is 30% (per Sec. 3-18) and 40% (per Sec. 3-50; please refer to Code for other regulations).

**Impervious cover.** Ground surfaces including concrete or paved driveways, sidewalks, parking lots, building and other improvements that resist the infiltration of water, thereby resulting in water runoff. Impervious cover includes any surface material or surface treatment or surface condition which sheds fifty (50) percent or more of rainfall, or water, which falls on it.